



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO
ATTENTION OF:

IMPC-FRA-ZA

5 November 2007

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Shopping Agent Privilege Memorandum (SAPM) Privileges Policy (USAG-AK-25)

1. The purpose of this memorandum is to establish policy concerning the issuance and use of the SAPM for Members of the Uniformed Services, their family members and other eligible personnel.

2. Agent cards will be issued for limited access to AAFES/Commissary operations located on Fort Richardson, Elmendorf Air Force Base and Fort Wainwright. Agent cards will ordinarily be issued to non-Department of Defense (DoD) Identification Card holders on behalf of the following categories of individuals under the circumstances described:

a. Minor Dependents Residing in the Military Sponsor's Household: When the active duty service member and spouse are not available due to deployment, medical situations or emergency circumstances, and an adult is providing care for the service member's child or children for a period of not less than 3 days. Proof of full or limited power of attorney must accompany the request for approval. Custodians residing on the installation must present proof that the Directorate of Public Works Housing Office has authorized the custodians stay as an exception to policy.

b. Minor Dependents not Residing in the Military Sponsor's Household: The custodial parent or guardian of a minor dependent who is enrolled in Defense Enrollment Eligibility Reporting System (DEERS) may be authorized a SAPM. Proof of legal guardianship must be provided for sponsor other than the child's biological parent.

c. Retirees: Retirees who are unable to perform their own shopping due to health limitations may be authorized a designated agent issued SAPM.

3. Agent cards will be limited to one per household and will not be issued to anyone under the age of 18 except as approved on a case-by-case basis by the Garrison Commander.

4. SAPM's may be issued for a minimum of 3 days, but will not exceed a period of one year. Each request for a SAPM will be considered on a case by case basis.

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5. Items purchased with the SAPM are limited to those items for the use of the dependent/sponsor authorized the DEERS privilege. Alcohol and tobacco products are not available for purchase. Agents determined to be purchasing items for themselves or others not covered by the authorization may have their card revoked and be subject to other administrative or criminal sanctions.

6. Point of contact for this memorandum at Fort Wainwright is the Administrative Officer at 353-7633. Point of contact for this memorandum at Fort Richardson is the Administrative Officer at 384-2175.



DAVID L. SHUTT
COL, AR
Commanding